

GUIDELINES FOR RESIDENT FORUM AT THE REGULAR



BOARD OF DIRECTORS MEETING

MEETING DATE: _____
MONTH/DATE/YEAR

TOPIC TO BE ADDRESSED:

I HAVE READ AND UNDERSTAND THE ATTACHED GUIDELINES ESTABLISHED FOR RESIDENT COMMENT AT THE BOARD OF DIRECTORS MEETING.

SIGNATURE

DATE

PRINT NAME

BUILDING/UNIT

**WATERGATE AT LANDMARK CONDOMINIUM
UNIT OWNERS ASSOCIATION**

ADMINISTRATIVE RESOLUTION NO. 71

**ESTABLISHING GUIDELINES FOR RESIDENT COMMENT
AT REGULAR BOARD MEETINGS**

**MARCH 25, 2008
(AS AMENDED)**

RESOLVED by the Board of Directors of the Watergate at Landmark Condominium Unit Owners Association:

WHEREAS, it is the policy of the Board of Directors of the Watergate at Landmark Condominium Unit Owners Association to hold regular monthly Board meetings; and

WHEREAS, it is the intention and policy of the Board of Directors to have a forum at these meetings for residents and homeowners to comment and bring issues to the attention of the Board; and

WHEREAS, official guidelines for this Residents Forum at regular monthly Board meetings are essential.

NOW THEREFORE, BE IT RESOLVED THAT in an attempt to increase direct communication between members of the Board of Directors, residents and homeowners the first portion of each regular Board meeting will be available for residents and homeowners to address the Board of Directors in accordance with the following guidelines:

1. A resident or homeowner wishing to speak to the Board must state the subject, the amount of time requested (**not to exceed 5 minutes**), and sign in person no later than noon of the day of the Board meeting he/she wishes to address.
2. A total of not more than forty-five (45) minutes will be allocated at the beginning of all Board meetings for residents and homeowners to address the Board.
3. It is the sole discretion of the Board, by a vote or consensus, to extend the allocated forty-five (45) minutes for any given Board meeting depending on the number of residents signed up to speak and the total time requested.
4. Speakers should address their comments to the Chair.
5. The Board will not necessarily respond directly to questions and comments made by the speakers. However, where specific questions are asked that require further research, the Board President will ensure that appropriate answers are provided to the speaker as soon as reasonably possible and also to the community at the next regular monthly Board meeting.
6. Speakers are asked to refrain from personal discourteous, libelous, defamatory or discriminatory remarks.
7. If remarks are any of the above, the chair reserves the right to stop the speaker from offering further comment.